

Role Title	Project Manager
Job Family	Economic Growth and Housing Delivery Directorate
Pay Scale	PO6
Purpose	
To plan, develop and deliver, as part of an expert team of client project managers, projects in the Council's capital build and maintenance programmes, ensuring outcomes in relation to cost, time, quality and reputation are maximised.	
<i>Generic Accountabilities</i>	<i>End Results/Outcomes</i>
Specify and deliver project plans and proposals securing stakeholder input and commitment, and manage the day-to-day operations of the project.	Projects deliver all required outputs to relevant quality standards within agreed timescales and budgets.
Engage with stakeholders and partners to ensure commitment to aims of the project through the use of effective influencing skills.	Stakeholders are engaged in the design, development and delivery of and projects. Stakeholders express high levels of satisfaction with project delivery.
Secure compliance and engagement with the project amongst the necessary stakeholders.	Projects are delivered using the WF Project Management Framework and are compliant with all relevant legislation, regulations, codes, requirements, standards and guidelines.
Monitor and control the approved project plan.	Action is taken to swiftly resolve any issues.
Authorise project expenditure in accordance with the project budget.	Budgets and financial risks are monitored and managed in line with project requirements.
Manage, lead, and support the project team to ensure that they meet their objectives and address any issues as appropriate.	Individuals and teams are set objectives that they consistently meet or exceed. Under-performance is identified and addressed at the earliest opportunity. Best practice is captured and shared via a 'lessons learnt' process.
To report on project activity for project and programme boards as necessary.	Highlight Reports and other required documentation completed as agreed in the project governance arrangements. Notification of any deviations in the project scope, schedule, budget or quality.
Manage risk within area of responsibility. Ensure all stakeholders are aware of and comply with relevant regulations and procedures.	Potential risk is identified and mitigation is planned. Risk Registers and Issue Logs are maintained.

Review project deliverables and those responsible for them.	Outputs are delivered as identified at the outset of the project.
Collect and collate information from the project team and update the project documentation as required.	Completion of the agreed suite of WF Project Management Framework documents.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.	Safeguarding standards are monitored and maintained in compliance with Council policy.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
<i>Role-specific Accountabilities</i>	<i>End Results/Outcomes</i>
<p>Manage delivery of projects within the capital programme of up to £5 million in value.</p> <p>Provide accurate financial, programme and risk reporting within an agreed reporting schedule.</p> <p>Represent the client in all key decision making as required by the technical consultant team i.e. contract variations, payments etc.</p> <p>Interface with technical consultant in ensuring all relevant project information is provided to meet internal reporting requirements.</p> <p>Completion of award reports and others as required to comply with Council procurement and contract procedures.</p> <p>Client representative in any tender evaluation activities.</p> <p>Client representative at stakeholder and project progress/site meetings.</p> <p>Lead on post completion 'lessons learnt' activities in support of continuous improvement.</p> <p>Feed into KPIs to enable effective performance management of technical consultant services and contractors.</p>	<p>Projects deliver the outputs required within agreed timescales and budgets.</p> <p>Progress is highly visible to members, staff and stakeholders.</p> <p>Accurate and informative project information is prepared and presented as required.</p> <p>Effective client lead role is taken with all key stakeholders to assist in developing a strong 'partnering' ethos to enable effective delivery and issue resolution.</p>

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Nature of Contacts

Frequent contact Programme Manager, Project Boards, Heads of Service, and senior representatives from external organisations and stakeholders.

Interaction with others and the ability to successfully influence and motivate are fundamental to the role.

Responsible for managing any external technical consultants.

Procedural Context

Reports to: Programme Manager – Corporate & Strategic

Responsible for delivering capital projects across the Council.

To manage Council projects in a practical and pragmatic way and ensure that they are completed on time and to budget. This will include managing the risks involved in a particular project and making sure that those involved are coordinated, motivated, and complete project work to the right standard. The Project Manager will be responsible for ensuring that the project and the project team deliver the expected outcomes and benefits to the Council and its residents.

Work within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within boundary of well-defined policies and procedures.

Research, analysis and interpretation of specialised complex information to generate ideas and formulate / source solutions.

Plan and organise work and priorities, co-ordinating with others (internal or external delivery partners) to support the development and delivery of the service.

Deliver a specialist service and support initiatives, projects and improvement programmes within the service area.

Key Facts and Figures

Responsible for delivering complex projects.

No direct responsibility for staff - may need to co-ordinate work done by others in area of specialisation or projects.

Resourcing
 Budget Responsibilities: Project Budgets
 Supervisory Responsibilities: Nil but will have be required to manage Project Teams

Competency Level: Principal Officer/Manager

Knowledge, Skills and Experience
<p>Experience in managing and leading a project team and encouraging them to meet personal and organisational objectives.</p> <p>Experience of managing projects, working to time, budget and quality in a large organisation.</p> <p>Experience of managing a mixed and varied workload of conflicting priorities responding effectively to the needs of all customers.</p> <p>Experience of report writing and communications for a variety of audiences, demonstrating numeracy and literacy, and applying expert knowledge.</p> <p>Experience in dealing with a range of complex and contentious matters requiring a consistently high degree of support, persuasion and advocacy and an awareness of major policy objectives.</p> <p>Be effective at planning, monitoring and reviewing.</p> <p>Ability to manage resources and co-ordinate work carried out by different people and organisations.</p> <p>Ability to be decisive and work well under pressure.</p> <p>Ability to operate and empathise with stakeholders and project teams to influence and gain commitment to objectives.</p> <p>Good written and verbal communication skills, presentation skills, IT skills.</p> <p>Good time management skills.</p> <p>Ability to work autonomously to meet the objectives of the organisation.</p>
Indicative qualifications
<p>Educated to degree level or equivalent standard</p> <p>Relevant professional qualification and/or demonstrate relevant experience to meet exacting professional standards.</p>
<p>Recognised programme or project management accreditation – eg. Prince2, Managing Successful Programmes</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.